

Miami Lakes Educational Center
and Technical College

HEALTH AND SAFETY PLAN

2016-2017



Vision and Mission

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

The mission of Miami Lakes Educational Center and Technical College is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

Purpose

Each school principal must develop an internal uniform school health services plan within the framework of (1) Florida Statutes, (2) administrative directives, (3) Miami-Dade County School Board-adopted policies, and (4) the guidelines presented herein to effectively ensure prompt attention to the care of an injured or ill student. It is strongly urged that the uniform plan become a part of the general emergency plan and procedures required of each school.

Reporting and Investigating Accidents

All student accidents, injuries, and illnesses resulting from contact with owned or leased property, while the student is presumed to be under school authority, will be reported immediately to the principal or administrator in charge. Additionally, the supervising teacher will complete a student accident report within 24 hours.

In case of serious injury or illness, the principal or designee will initiate communication for emergency medical systems (EMS) and notify parent/guardian (if high school dual-enrollment student) or emergency contact of adult student immediately.

Employee Injury at Work Site

In the event an employee is involved with an accident or injury, the injury will be reported to Gallagher-Bassett, the School Board's contracted third party worker's compensation administrator. The principal's secretary has been identified as the person responsible in handling documentation protocol for any employee injury at the worksite. If she is not available, the assistant principal or the evening registrar can perform this duty. The identified designee will:

1. Upon notification of an injury, telephone 305-995-COMP (2667) to complete a Notice of Injury using the employee's description of the injury. This process will be completed over the phone. At the time of the call, the identified designee will need the injured employee's address, phone number, social security number, the employee's rate of pay and location of the accident. In cases of serious injury, the principal or designee will initiate communication for emergency medical

systems (EMS), then call at 305-955-COMP (2667).

2. Immediately after an accident occurs, the administrator or designee must investigate the accident by:
 - a. Obtaining a clear description of the accident;
 - b. Obtaining names and addresses of witnesses; and
 - c. Examining the area where the alleged accident occurred
3. Complete a Worker's Compensation Medical Request, and give it to the employee to take with him/her to the authorized health center. Inform the employee that if additional treatment is required, he/she must call 305-995-COMP (2667).

The administrator or designee will have maintenance check any furniture or equipment that is said to have not been in proper working order. Furniture/equipment that breaks should be tagged and placed in a safe area to prevent any other accident or injury. The worksite administrator should be prepared to voice any objections as to circumstances surrounding the accident, if there is not total agreement concerning the alleged accident and how it occurred.

Employees who have been released to return to work from their authorized physician should report immediately to their administrator. Gallagher-Bassett will follow up in writing to the worksite administrator of their employee's release.

Emergency Procedures for Seriously Ill or Injured Students

It is imperative that every student have a completed Student Emergency Contact Data Card on file in the attendance office. Emergency procedures of any kind must be simple in nature and clearly understood by all personnel. All members of the school staff are expected to study the following procedures that will be used in case of an emergency. When a classroom teacher, or person in charge, believes a child is seriously ill or injured, the following procedures/steps will be taken:

1. The instructor will immediately send a reliable student to the office or use an emergency call button to notify administration. Administration will initiate communication for emergency medical systems. (If life or limb is in danger, teachers should use sound judgment and initiate emergency medical systems communication.)
2. In case of a serious injury, make the student as comfortable as possible. **DO NOT attempt to move the student.**
3. Office personnel will notify the parent and/or relative, physician, or any individual listed on the Student Emergency Contact Data Card.
4. In cases where the parent and others listed on the Student Emergency Contact Data Card cannot be reached and immediate professional help is needed, the administrator in charge shall contact the police for the purpose of summoning assistance.

5. Teachers must complete an accident report as soon as possible after the incident occurs. All accidents are to be reported in writing on Miami-Dade County Public Schools Accident System in Integrated Student Information System (ISIS) by the teacher in charge of the group or activity with the attendance office within 24 hours of the accident.
6. Students with minor ailments, (i.e., headaches, muscle aches, etc.) can be sent to the attendance office to determine if parent/guardian contact should be initiated.

School Board of Miami-Dade County directive is as follows:

Guideline #5: Illnesses and Injuries to Students

Current Law and/or Practice

“All employees responsible for supervision of student and student activities are to take precautions to protect the life, health, and safety of every student in an effort to reduce or eliminate accidents, injuries, and illnesses. In certain school activity assignments, students are to be furnished with and required to wear safety devices and protective clothing; and shall employ safeguards necessary to reduce or eliminate accident and injuries. Refusal of failure by students to use or wear such devices, protective clothing, and/or equipment shall be grounds for appropriate disciplinary action, including prohibiting them from participating in classroom activity.”

Only as a last resort should students who are experiencing an extreme emergency (serious injury or illness) is transported via private vehicle owned and operated by a Miami-Dade County Public Schools employee. If there is an automobile accident during transportation of the student in a private vehicle, Florida’s “No Fault” automobile laws, personal vehicle insurance will be called upon to pay its benefits before the Miami-Dade County School Board’s insurance is invoked. All serious injuries to students that require emergency medical treatment must be reported to the Miami-Dade Schools Police Department, including those resulting from assault, battery, and child abuse.

A complete written accident report shall be made of all school accidents and injuries and filed with the Office of Risk and Benefits Management.

- School Board policy #(s): 6Gx13-4A-1.03, 6Fx13-4E-1.13
- Contract Provision #: UTD Article XXI, Section J3
- Administrative Directive(s)/Other: Procedures for Promoting and Maintaining a Safe
- Learning Environment-Guideline #5/M-DCPS B
- Workers Compensation Program/Student Accident Insurance

- Critical Incident Response Plan, Section II
- Cross References: Emergency Contact Information

Minor Injuries

In the case of minor injuries, teachers must complete an accident report with the appropriate school personnel. Principal's designee will make an assessment of injury. If the injury requires minimal first aid, assistance will be offered to the student. If deemed necessary, parents will be contacted.

Review and Evaluation

The faculty is notified of these procedures through faculty meetings and the Faculty and Staff Handbook. Students are notified at a student orientation session, through their teachers, and the Student Handbook. The plan for assuring the health and safety of the employees, students, and guests is reviewed and revised on a regular basis. The safety committee conducts annual safety surveys. This facilitates the discussion and revision of the Health and Safety Plan.